

Payroll System User Manual

November 7, 2003

These Business Process Procedures comprise the User Manual for the Payroll System. We will be updating these procedures for the system and posting additional procedures as we go through the development process, so please check back here frequently to be certain you have the most current version. Each document displays a revised date. (**Bold** type indicates new entries and/or updates.)

<u>Table of Contents</u>	<u>Issued</u>	<u>Revised</u>
Introduction	9/6/2002	11/7/2003
Time Entry	7/18/2002	9/4/2002
Default Charging	7/17/2002	2/27/2003
Change Scheduled Daily Hours	11/08/2002	2/26/2003
Payroll Simulation	12/31/2002	4/11/2003
Research Personnel Master Data (PA20)	2/26/2003	10/27/2003
Leave (Quota) Overview & Corrections	2/18/2003/	
Reports – Annual Leave in excess of 320 hours	8/13/2003	
Reports – Cumulated Time Evaluation Results	7/22/2002	1/22/2003
Reports – Current Leave Balances	3/12/2003	6/17/2003
Reports – Leave Quota Corrections	4/7/2003	4/10/2003
Reports – Leave Payout and Paydown Report	3/14/2003	3/25/2003
Reports – New Hires and Transfers	11/7/2003	
Reports – Pay Period Dates, Etc.	10/16/2003	
Reports – Payroll Accounts	1/28/2003	1/31/2003
Reports – Payroll Journal	2/18/2003	2/20/2003
Reports – Payroll Results Edit	1/10/2003	1/31/2003
Reports – Payroll Statement	10/10/2002	4/8/2003
Reports – Print Timesheets	6/16/2002	4/8/2003
Reports – State Paid Benefits With No Pay	5/16/2003	
Reports – Time Edit	11/8/2002	
Reports – Time Entered After Cutoff	12/31/2002	
Reports – Time Sheet Check List	11/4/2002	
Reports – Time Sheet: Display Data	7/10/2002	10/3/2002
Reports – Time Statement	11/6/2003	
Reports – Time Summary	11/08/2002	
Reports – Wage Type Reporter	10/28/2003	

Policies and procedures for using and processing payroll are included in the Payroll Policies and Procedures available from the Finance home page at www.finance.utah.gov.